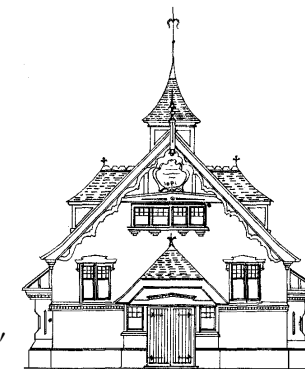


# Mickleham Village Hall

# HIRING AGREEMENT FOR ONE-OFF LETS



Day & date of hire : \_\_\_\_\_

Time (to include setting up and clearing away) Please tick box(es)

Morning  (9 a.m. – 1 p.m)

Afternoon  (1 – 3 p.m.)  (3 – 6 p.m.)  (1 – 6 p.m.)

Evening  (6 p.m. – 11.30 p.m.)

Name of Hirer/Organisation: \_\_\_\_\_

Type of function: \_\_\_\_\_

Number attending: \_\_\_\_\_ MAXIMUM 200  Use of back room (if available)

Deposit £ \_\_\_\_\_ Hiring fee: £ \_\_\_\_\_ Total due £ \_\_\_\_\_

### Full online payment ( inc. Deposit ) to be made when submitting this form.

Bank details: CAF Bank - sort code 40-52-40 A/c Number: Village Hall Mickleham No 00005176

### To facilitate online Deposit Refund please supply your bank details below.

Hirer Bank Account name: \_\_\_\_\_ Sort Code \_\_:\_\_:\_\_ A/C Number: \_\_\_\_\_

I have read and accept the Conditions of Hire and Rules of the Hall. I agree to be present during the hiring and to ensure that the said conditions and rules are adhered to. I agree to be responsible for cleaning and storing of any equipment used.

Signed \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: PLEASE PRINT \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Please note: This form must be returned by

\_\_\_\_/\_\_\_\_/\_\_\_\_

in order to secure your booking.

Forms to:

Mrs Deanna Darnell, Flat 3 The Almshouses,  
Byttom Hill, Mickleham, Dorking RH5 6EN

Telephone: 07790 941601 bookings@micklehamvh.co.uk

Mickleham Village Hall does not hold a licence for the sale of alcohol. Our conditions of hire require you to obtain written permission from the trustees before organising a Temporary Event Notice (TEN). Please indicate here if you would like to sell alcohol at your event and we will contact you to discuss your options.

Sale of Alcohol

In exceptional circumstances it may be possible to extend the finishing time of an event beyond that set down in the hall's licence. A TEN is required and you must obtain written permission from the committee for this as well.

Extension of hours

Please indicate here the equipment you plan to use:

Chairs \_\_\_\_\_ number  Tables (large) \_\_\_\_\_ number

Bridge tables \_\_\_\_\_ number  Display boards  Piano

CD player  Microphones  Projector  Pull-down Screen

Available for an additional charge:

'Posh' china and cutlery \_\_\_\_\_ place settings

The Committee agrees to permit the hirer to use the premises for the purpose and for the period set out above in accordance with the Rules and Conditions of Hire attached.

\_\_\_\_\_  
On behalf of Mickleham Village Hall Trustees